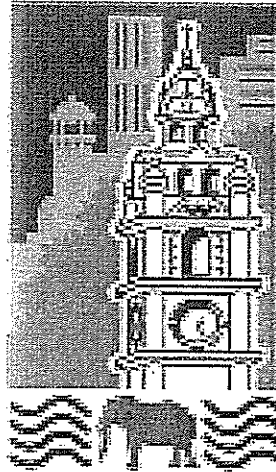


CITY OF CHOICE



**PIETERMARITZBURG
M S U N D U Z I**

OVERSIGHT REPORT

FOR THE FINANCIAL YEAR 2014/2015



Councillors:

Chairperson of the Municipal Public Accounts Committee
Councillor M Tarr

Councillor R Ashe
Councillor N Atwaru
Councillor SI Madonda
Councillor Matiwane
Councillor SC Ndawonde
Councillor TP Ngcobo
Councillor PG Ngidi
Councillor TD Ntombela
Councillor RB Singh
Councillor MS Sokhela
Councillor R Soobiah

Administrative Support:

Mrs Malinda Naidoo: Office of the MPAC Chair (Seconded)
Mr Indrasen Chetty, Manager: Strategic Analysis and Research (Acting)
Mr Bonga Halimana, Performance Management Practitioner (Acting)
Mr Latha Dlamini, Assistant Performance Management Practitioner
Mrs Nomthandazo Sikhakhane: Municipal Manager's Representative
Mrs Bongiwe Nxumalo: Committee Officer
Ms Merle Rowland: Committee Officer
Ms Thabile Makhathini: Committee Officer

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1. INTRODUCTION

The Annual Report is a key instrument of transparent governance and accountability. It is a post-financial year document, which provides an overview of the process of financial and non-financial performance in respect of the previous financial year, in this instance 2014/2015.

The Municipal Finance Management Act (MFMA) assigns specific oversight responsibilities to Council in respect of the Annual Report and the preparation of an Oversight Report.

Given the processes required by Council to effectively undertake its oversight role, the establishment of a Municipal Public Accounts Committee of Council will provide the appropriate mechanism in which Council could fulfill its oversight responsibilities.

The Municipal Public Accounts Committee and herein referred to as the Oversight Committee, has the primary role to consider the Annual Report, receive input from the various role players and to prepare a draft Oversight Report for consideration by Council.

2. BACKGROUND

The oversight role of Council is an important component of the financial reforms and it is achieved through the separation of roles and responsibilities between Council, the Executive (Mayor and Executive Committee) and Administration. Good governance, effective accountability, and oversight can only be achieved if there is a clear distinction between the functions performed by the different role players.

Non-executive Councillors are required to maintain oversight on the performance of specific responsibilities and delegated powers that they have given to the Executive (Mayor/Executive Committee). In other words, in exchange for the powers in which Council have delegated to the Executive, Council retains a monitoring and oversight role ensuring that there is accountability for the performance or non-performance of the municipality.

The Municipal Finance Management Act, No.56 of 2003 (MFMA) vests in Council specific powers of approval and oversight.

- ✓ Approval of budgets;
- ✓ Approval of Budget related Policies; and
- ✓ Review of the Annual Report and adoption of the Oversight Report.

3. THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

3.1 COMPOSITION

The Municipal Public Accounts Committee is a Committee of Council established under section 79 of the Municipal Structures Act, 1998. Due to the separation of roles and responsibilities, between Council and the Executive (Mayor and Executive Committee) it is not appropriate that members of the Executive Committee be members of the Oversight Committee.

The Municipal Public Accounts Committee consists of the following Councillors:

Councillor MA Tarr
Councillor R Ashe
Councillor N Atwaru
Councillor SI Madonda
Councillor Matiwane
Councillor SC Ndawonde
Councillor TP Ngcobo
Councillor PG Ngidi
Councillor TD Ntombela
Councillor RB Singh
Councillor MS Sokhela
Councillor R Soobiah

Councillor MA Tarr serves as Chairperson of the Municipal Public Accounts Committee.

3.2 AUTHORITY AND POWER

The Municipal Public Accounts Committee is a Council Committee established in terms of sections 33 and 79 of the Municipal Structures Act, No. 117 of 1998. In terms of line of accountability, the Committee accounts directly to Council.

The Municipal Public Accounts Committee is delegated the responsibility to conduct meetings and to hold public hearings to receive and hear public submissions on the Annual Report, on behalf of Council.

Timely notice of all meetings should be given and all meetings held by the Municipal Public Accounts Committee must be open to the public and minutes of the meetings must be submitted to Council meetings.

3.3 ANNUAL REPORT OVERSIGHT FUNCTIONS

The Annual Report oversight functions of the Municipal Public Accounts Committee are to:

- ✓ Undertake the review and analysis of the Annual Report.
- ✓ Invite, receive, and consider input from Councillors and Portfolio Committees, on the Annual Report.
- ✓ Consider written comments received in respect of the Annual Report from the public consultation process.
- ✓ Conduct Public Hearing(s) to allow the local community or any organs of state to make representations on the Annual Report.
- ✓ Receive and consider Council's Audit Committee views and comments on the annual financial statements and the performance report.
- ✓ Preparation of the draft Oversight Report, taking into consideration, the views and input of the public, representative(s) of the Auditor-General, organs of state, Council's Audit Committee and Councillors.

4. THE OVERSIGHT REPORT PROCESS PLAN

Section 129 of the Municipal Finance Management Act (Act 56 of 2003) requires the Council to consider its Annual Report and to adopt an Oversight Report.

In order for the Municipal Public Accounts Committee to conduct its oversight over the 2014/2015 Annual Report, an Oversight Process Plan was developed and adopted by Council on the 27th of January 2016 (**attached as Annexure "A"**).

The approved Oversight Process Plan in respect of the 2014/2015 Annual Report indicates amongst others; that the Municipal Public Accounts Committee should scrutinize the Annual Report and all other supporting documents, solicit comments from the public, generate questions and submit to the City Manager for written responses, hold public meetings, draft an oversight report and unanimously adopt it prior to this report serving in Council within two months.

The Annual Report 2014/2015 was submitted to Council at its meeting held on the 27th of January 2016, and was referred to the Municipal Public Accounts Committee subject to minor amendments to the Report. The community was advised through the print media of the availability of the Annual Report and were invited to submit representations on the report (**attached as Annexure 'B'**).

The Annual Report was available at all Area Based Management (ABM) satellite offices in the 5 Zones, the municipal Information Centre at City Hall and the office of the Municipal Manager. It was also placed on the Msunduzi Municipality website (www.msunduzi.gov.za). At the closing date for public submissions of concerns on the Annual Report, 24th of February 2016, *no* submissions were received. The Public were invited to the tabling of the Oversight Report to Council on 30th of March 2016.

Meetings of the Oversight Committee were scheduled and held as follows:

No.	Date	Item/ Business Unit
1.	5 February 2016	Introductory Meeting
2.	10 February 2016	Corporate Services
3.	10 February 2016	Infrastructure Services
4.	19 February 2016	Community Services
5.	19 February 2016	Financial Services
6.	09 March 2016	CBU (Offices of the Mayor, Speaker, MM and Internal Audit & Oversight Report Checklist)
7.	09 March 2016	Economic Development
8.	18 March 2016	Confirmation of Minutes, Presentation of Draft Oversight Report, Presentation of revised Annual Report 13/14
9.	30 March 2016	Presentation of Oversight report to Council

Senior Management/ Deputy Municipal Managers were requested to attend the meetings of the Oversight Committee on the respective relevant dates. The Economic Development Business Unit was scheduled again for the 18 March 2016 due to a lack of attendance on 09 March 2016 by the Business Unit.

5 FEBRUARY 2016 – INTRODUCTORY MEETING

REFER ANNEXURE 'C'

This was an introductory meeting which included a general presentation outlining the Oversight process and requirements. Members were advised that invitations to meetings of the Municipal Public Accounts Committee were sent to all Deputy Municipal Managers. It was stated that reminders will also be forwarded at the end of the current meeting.

10 FEBRUARY 2016 – CORPORATE SERVICES

REFER ANNEXURE 'D'

The following sections were dealt with in the Corporate Services section:

- Human Resource Services
- Information and Communication Technology Services
- Legal Services
- Organizational Development Performance
- Political Governance and Administrative Governance

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

10 FEBRUARY 2016 – INFRASTRUCTURE SERVICES

REFER ANNEXURE 'E'

The following sections were dealt with in the Infrastructure Services section:

- Water Services
- Sanitation Services
- Electricity
- Roads
- Transportation Planning
- Storm Water
- Fleet Management
- Waste Management – Landfill Site
- Report of Municipal Infrastructure Grant (MIG)

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

19 FEBRUARY 2016 – COMMUNITY SERVICES

REFER ANNEXURE 'F'

The following sections were dealt with in the Community Services section:

- Waste Management
- Art Gallery
- Theatres and Halls
- Cemeteries and Crematoria
- Environmental Health
- Bio-Diversity and Landscape
- Traffic and Public Safety
- Fire
- Disaster Management
- Sports and Recreation

- Library
- Safe City (Municipal Entity)

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

19 FEBRUARY 2016 – FINANCIAL SERVICES

REFER ANNEXURE 'G'

The following sections were dealt with in the Financial Services section:

- Indigents (Free Basic Services)
- Financial Services
- Supply Chain Management
- Financial Performance
- Annual Financial Statements
- Report of the Auditor-General 2014/2015
- Response to the Report of the Auditor-General

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

09 MARCH 2016 – CORPORATE BUSINESS UNIT

REFER ANNEXURE 'H'

The following sections were dealt with in the Corporate Business Unit section:

- Office of the Mayor
- Office of the Speaker
- Office of the Municipal Manager
- Internal Audit
- Report of Audit Committee and Recommendations

Various amendments within each section were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

09 & 18 MARCH 2016 – ECONOMIC DEVELOPMENT
REFER ANNEXURE 'I & J'

The following sections were dealt with in the Economic Development section:

- Planning
- Local Economic Development
- Airport
- Building Control & Signage
- Market
- Human Settlements

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

18 MARCH 2016 - DRAFT OVERSIGHT REPORT

The following matters were dealt with at the meeting:

- Confirmation of Minutes of previous meetings
- Annual Report Checklist
- Draft Oversight Report
- Presentation on the revised Annual Report 14/15

The Annual Report Checklist (**attached as Annexure “K”**) was issued by the National Treasury and serves as a guideline to determine whether all the requisite content is contained in the Annual Report of 2014/2015.

5. OVERVIEW OF THE FINDINGS & RECOMMENDATIONS ON THE 2014/2015 ANNUAL REPORT

The Municipal Public Accounts Committee is satisfied that the 2014/2015 Annual Report has been through a vigorous process that complies with relevant legislation as well as an Oversight Process Plan.

The Municipal Public Accounts Committee was pleased to state that a considerable amount of improvement compared to previous years, was noted in the Annual Report, as tabled. Minor additions were made such as footnotes to various tables and editing corrections. These do not warrant specific mention in this report and are captured in the attached minutes. Matters arising of the minutes have been incorporated into the report.

The Municipal Public Accounts Committee commends Council, The Municipal Manager, the Senior Managers and all staff at Msunduzi Municipality on the strides made towards good governance. The Municipal Public Accounts Committee would specifically like to draw the attention of the reader to the outstanding report of the Audit Committee as contained in the Annual Report. The Audit Committee and Internal Audit should be commended for their efforts.

The Municipal Public Accounts Committee takes pleasure in presenting the Oversight Report to Council to consider the following resolutions:

IT IS RESOLVED TO RECOMMEND:

- 5.1 That, having fully considered the Annual Report of the Msunduzi Municipality for the 2014/2015 Financial Year, the Oversight Report for the 2014/2015 Financial Year be adopted.
- 5.2 That Council approves the Annual Report of the Msunduzi Municipality for the 2014/2015 Financial Year without reservations, however the Municipal Public Accounts Committee wishes to record that minor amendments needed to be made to the draft Annual Report 2014/2015.
- 5.3 That arising out of the proceedings of the Oversight Committee meetings, it be noted that the Municipal Public Accounts Committee is highly concerned about the following matters:
 - 5.3.1 High vacancy rates which have a negative impact on service delivery and that Council addresses critical vacancies as a matter of urgency. Vacancies were an issue under all Business Units and this matter was also brought to the attention of Council in the previous Oversight reports.
 - 5.3.2 That instead of hiring vehicles and plant on a monthly basis, the request for purchasing vehicles and plant by the Deputy Municipal Manager: Infrastructure Services be considered. A lack of vehicles was a serious problem and impacts negatively on service delivery.

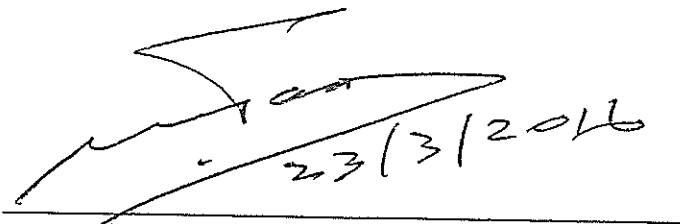
- 5.3.3 That the loss of water from standpipes was noted by the Deputy Municipal Manager: Infrastructure Services and that in the future, steps to read and monitor standpipes accordingly, be considered.
- 5.3.4 That the Senior Management Committee ensure that the top ten risks of the Municipality are prioritized and brought to the attention of Council and that there are effective strategies to mitigate them. Portfolio Committees should regularly monitor risks.
- 5.3.5 That the Office of the Speaker shall update and verify on an ongoing basis, gifts and hospitality received by Councillors. This should also be done by Corporate Services for Officials, guided by the Gifts Policy.
- 5.3.6 That arising out of item 5.3.5, the induction of new Councillors and Officials should include an ethics component.
- 5.3.7 The problem relating to Housing Rental Stock is clearly outlined in the Annual Report. These problems have been ongoing for several years, continue without any improvement and outstanding debt continues to escalate. The Municipal Public Accounts Committee is of the view that this matter should finally be brought to a conclusion. A SMART plan be presented by the Deputy Municipal Manager: Economic Development to the Executive Committee and the Portfolio Committees.
- 5.4 The Municipal Public Accounts Committee suggests that the Office of the Municipal Manager in the interests of better communication with the public, prepares an abridged version of the Annual Report 14/15.
- 5.5 The Municipal Public Accounts Committee supports the payment of performance reward/incentives as per the approved Individual Performance Management System Policy.
- 5.6 That the Oversight Report be made public in accordance with Section 129(3) of the Municipal Finance Management Act 56 of 2003.
- 5.7 That the 2014/2015 Annual Report and Oversight Report, including the minutes where the Annual Report was discussed, be submitted to the following Offices in terms of Section 129 (2) of the MFMA :-
- National Treasury;
 - Auditor General;
 - MEC: Cooperative Governance and Traditional Affairs;
 - MEC: Provincial Treasury;
- 5.8 That the Oversight Report be submitted to the Provincial Legislature in accordance with Section 132(2) of the Municipal Finance Management Act 56 of 2003.

6. CONCLUSION

This report provides oversight on the Annual Report of the Msunduzi Municipality and its entities for Financial year 2014/15 in terms of provisions of the MFMA as well as the process that the Municipal Public Accounts Committee undertook to comply with the applicable legislation.

Furthermore, it is the view of the Municipal Public Accounts Committee that corrective measures be taken by the Deputy Municipal Managers within their respective Business Units to address all matters raised in the Annual Report. It is therefore recommended that Council approve the 2014/2015 Annual Report without reservation.

Respectfully Submitted:

A handwritten signature in black ink, appearing to be 'M.A. Tarr', is written over a horizontal line. Below the signature, the date '23/3/2016' is handwritten.

Cllr M.A. Tarr

Chair: Municipal Public Accounts Committee

Annual Report

Annexure 'A' – Oversight Process Plan

Annexure 'B' – Advertisement of Oversight Meetings and Invitation to submit written concerns on the Annual Report

Annexure 'C' – Minutes of the Municipal Public Accounts Committee Meeting, 05th February 2016

Annexure 'D'– Minutes of the Municipal Public Accounts Committee Meeting, 10th February 2016

Annexure 'E'– Minutes of the Municipal Public Accounts Committee Meeting, 10th February 2016

Annexure 'F'– Minutes of the Municipal Public Accounts Committee Meeting, 19th February 2016

Annexure 'G'– Minutes of the Municipal Public Accounts Committee Meeting, 19th February 2016

Annexure 'H'– Minutes of the Municipal Public Accounts Committee Meeting, 09th March 2016

Annexure 'I'– Minutes of the Municipal Public Accounts Committee Meeting, 9th March 2016 (Meeting Rescheduled due to lack of representation)

Annexure 'J'– Minutes of the Municipal Public Accounts Committee Meeting, 18th March 2016

Annexure 'K'– 2014/2015 Annual Report Checklist

“ANNEXURE A”

OVERSIGHT PROCESS PLAN IN RESPECT OF THE 2014/2015 ANNUAL REPORT

ACTIVITY	DATE	TIME	VENUE	MAIN CONSIDERATION
Submission of Oversight Process Plan for adoption by Full Council	Wednesday 20 January 2016	09h15	City Hall, Council Chamber	Oversight Process Plan presented to Full Council
Place advertisement in local newspapers	Thursday & Friday 28/29 January 2016			Announcing dates and inviting public comment on the Annual Report 2014/2015
MPAC Meeting	Friday 05 February 2016	14h15	City Hall, Council Chamber	Introductory Meeting on the Interrogation of the Annual Report 2014/2015
MPAC Meeting Corporate Services	Wednesday 10 February 2016	09h00	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC Meeting Infrastructure Services	Wednesday 10 February 2016	14h15	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC Meeting Community Services	Friday 19 February 2016	09h00	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC Meeting Financial Services	Friday 19 February 2016	14h15	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC Meeting Economic Development	Friday 04 March 2016	09h00	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC Meeting Corporate Business Unit	Wednesday 09 March 2016	09h15	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC Meeting	Friday 18 March 2016	09h00	City Hall, Council Chamber	Final Draft of Oversight Report
Full Council	Wednesday 30 March 2016	09h15	City Hall, Council Chamber	Oversight Report presented to Full Council
Submission to MEC COGTA, A-G, Provincial Treasury	Tuesday 05 April 2016			Submission of Annual Report with the Oversight Report

January 28, 2016

The Witness

Classifieds 17

**MSUNDUZI MUNICIPALITY
PROVINCE OF KWAZULU-NATAL
KZN225**

CITY OF CHOICE



PIETERMARITZBURG
M.S.U.N.D.U.Z.I

**MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED TO ATTEND MSUNDUZI'S
PUBLIC ACCOUNTS COMMITTEE MEETINGS AS FOLLOWS:**

- Wednesday, 10th February 2016, 09:00 AM (Corporate Services)
- Wednesday, 10th February 2016, 14:15 PM (Infrastructure Services)
- Friday, 19th February 2016, 09:00 AM (Community Services)
- Friday, 19th February 2016, 14:15 PM (Financial Services)
- Friday, 4th March 2016, 09:00 AM (Economic Development)
- Wednesday, 09th March 2016, 09:00 AM (Corporate Business Unit)
- Friday, 18th March 2016, 09:00 AM (Final draft of Oversight Report)
- Wednesday, 30th March 2016, 09:15 AM (Oversight Report presented at Full Council)

All meetings will be held at the Council Chamber, City Hall. Meetings will commence at either 09:00 am or 14:15 pm as per the above meeting plan.

The adoption of the Oversight Report is the final document in the reporting process of a municipality. The Oversight Report is a requirement in terms of Section 129 of the MFMA, and requires the Council to adopt an Oversight Report no later than 2 months after the tabling of the Annual Report.

Msunduzi Municipality's 2014/2015 Annual Report was tabled in Council on 27th January 2016, and is available for public viewing and has been published on the municipality's website www.msunduzi.gov.za. Copies are available at the following satellite offices:

AREA OFFICE	CONTACT NAME/S	CONTACT NUMBER/S
Vulindlela	Caleb Magubane / Zinengi Ndlela	033-3923691
Ashburton	Nick Davids / Balraj Roopan	033-392 3281 / 2
Edendale	Thulani Khoza / Themba Lyons	033-392 3171 / 4
Imbali	Sasa Mngadi / Agrippa Gebekhulu	033-392 3617 / 8
Northern Areas	Anwar Hoosen / Xolani Ntshangase	033-397 0131 / 387 3168
City Hall	Latha Dlamini	033-392 2209

The public is hereby informed that consultation on the Annual Report will convene at the meetings, as outlined above, thereafter, the Oversight Report will be developed and recommended to the Full Council for adoption.

The public is invited to submit written comments on the Annual Report to:

Office of the Municipal Manager:

Ref: Annual Report 2014 / 2015

Private Bag X321

Pietermaritzburg

3200

Or

Email: madeleine.jackson@msunduzi.gov.za

Final Date for Submissions: Wednesday, 24th February 2016

M.A. NKOSI

MUNICIPAL MANAGER



THE MSUNDUZI MUNICIPALITY

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Final Date for Submissions: Wednesday, 24th February 2016
M.A. NKOSI
MUNICIPAL MANAGER

22

IZINDABA

UMASIPALA
waseMSUNDUZIAMALUNGU OMPHAKATHI AYAMENYWA UKWETHAMELA IMIHLANGANO
YEKOMIDI ELIBHEKELEUKUSETSHENZISWA KWEZIMALI ZIKAMASIPALA
WASEMSUNDUZI OZOKWENZIWA NGALEZIZINSUKU EZILANDELAYO:

- uLwesithathu mhlaka 10 February 2016 ngo 09:00 ekuseni
- uLwesithathu mhlaka 10 February 2016 ngo 14:15 ntambama
- uLwesithathu mhlaka 19 February 2016 ngo 09:00 ekuseni
- uLwesithathu mhlaka 19 February 2016 ngo 14:15 ntambama
- uLwesithathu mhlaka 4 March 2016 ngo 09:00 ekuseni
- uLwesithathu mhlaka 09 March 2016 ngo 09:00 ekuseni
- uLwesithathu mhlaka 18 March 2016 ngo 09:00 ekuseni
- uLwesithathu mhlaka 30 March 2016 ngo 09:15 ekuseni (uMhlango wuMkhandlu lapho kuyokwethulwa khona uMbiko ngokuSetshenziswa kweziMali nguMasipala (Oversight Report))

Yonke lemihlango izokwenziwa egumbini loMkhandlu ehhote ledolobha. Imihlango iyogala ekuseni ngo 09:00 eminye ntambama ngo 14:15 njengoba kubhalwa ngenhla:

Ukwamukela i-Oversight Report ifona usomqulu ophilele uMasipala abika ngawo izinhlelo zakhe zokusebanza. I-Oversight Report iwumgomo obekiwe ngokulandisa kwesiGatshana 129 somthetho wokwenganyelwa kwezimali zoMasipala (MFMA), uMkhandlu kufanele ukuba wamukela i-Oversight Report zingakapheli izinyanga ezimbini (2) emveni kokwethulwa koMbiko woNyaka (Annual Report).

Umbiko woNyaka (Annual Report) wa 2014/2015 kaMasipala waseMsunduzi wanikezwa uMkhandlu ngomhlaka 27 January 2016 nomphakathi ungawuthola ukuze uwufunde, futhi ubhalwe ngaphansi kwegogo lesizinda solwazi (website) esithi www.msunduzi.gov.za amakhophi alombiko ayatholakala kulamahhovisi alandelayo:

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Umphakathi uyaziwa ukuthi izingxoxo mayelana noMbiko woNyaka (Annual Report) ziyovuleleka emihlanganweni ehlaliwe abhalwe ngenhla, kuyobe sekusungulwa i-Oversight Report, kwenziwa nezimcomo eziyothunyelwa ukuba zamukelwe ngumkhandlu ophilele.

Uyacelwa umphakathi ukuba wehule izimvo zawo ezibhalwe mayelana noMbiko woNyaka (Annual Report), ubhalele:

Office of the Municipal Manager,
Ref: Annual Report 2014/ 2015
Private Bag X321,
Pietermaritzburg,
3200.

Noma i-email ku: madeleine.jackson@msunduzi.gov.za
Usuku lokugcina lokwenza izethulo uLwesithathu mhlaka 24 February 2016
ISAZISO SIBHALWE NGU:
M.A. NKOSI
UMnenja kaMasipala

**A CLASS
ABOVE
THE
REST**

classifieds

FEVER

February 2016
PIETERMARITZBURG
CLASSIFIEDS
11

Great start to SCC
Prep cricket season

MSUNDUZI MUNICIPALITY

PROVINCE OF KWAZULU-NATAL
KZN225

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Msunduzi Municipality's 2014 / 2015 Annual Report was tabled in Council on 27th January 2016, and is available for public viewing and has been published on the municipality's website www.msunduzi.gov.za. Copies are available at the following satellite offices:

AREA OFFICE	CONTACT NAME/S	CONTACT NUMBER/S
Vulindlela Caleb Magubane / Zinengi Ndlela Ndlela 033-3923691	Caleb Magubane / Zinengi Ndlela	033-3923691
Ashburton Nick Davids / Balraj Roopan 033-392 3281/2	Nick Davids / Balraj Roopan	033-392 3281/2
Edendale Thulani Khoza / Themba Lyons 033-392 3171/ 4	Thulani Khoza / Themba Lyons	033-392 3171/ 4
Imbali Sasa Mngadi / Agrippa Cebekhulu 033-392 3617/ 8	Sasa Mngadi / Agrippa Cebekhulu	033-392 3617/ 8
Northern Areas Anwar Hoosen / Xolani Ntshangase 0131 / 387 3168	Anwar Hoosen / Xolani Ntshangase	033-397 0131 / 387 3168
City Hall Latha Dlamini 033-392 2209	Latha Dlamini	033-392 2209

The public is hereby informed that consultation on the Annual Report will convene at the meetings, as outlined above, thereafter, the Oversight Report will be developed and recommended to the Full Council for adoption.

The public is invited to submit written comments on the Annual Report to:

Office of the Municipal Manager

Ref: Annual Report 2014 / 2015

Private Bag X321,

Pietermaritzburg,

3200

Or

Email: madeleine.jackson@msunduzi.gov.za

Final Date for Submissions: Wednesday, 24th February 2016

M.A. NKOSI

MUNICIPAL MANAGER



MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, CITY HALL
ON FRIDAY, 5 FEBRUARY 2016 AT 14h15

PRESENT: Councillors M Tarr (Chairperson), RP Ashe, N Atwaru, SI Madonda, T Matiwane, SC Ndawonde, TD Ntombela, RB Singh, MS Sokhela and R Soobiah.

ABSENT: Councillors TP Ngcobo (Party commitment) and PG Ngidi.

OFFICIALS PRESENT: Messrs M Zuma (Process Manager: Community Development), I Chetty (Manager: Strategic Analysis and Research [Acting]), ML Dlamini (PMS Practitioner [Assistant]), TC Jasson (PMS Intern), BS Halimana (PMS: Practitioner [Acting]); Mesdames N Ngcobo (Chief Financial Officer), B Zulu (Deputy Municipal Manager: Community Services), M Molapo (Deputy Municipal Manager: Corporate Services), N Sikhakhane (Secretariat Manager) M Naidoo (Office of the Municipal Public Accounts Committee) and M Rowland (Committee Officer).

1. APPLICATIONS FOR LEAVE

(Item 1 of the agenda)

An application for leave was received from Councillor TP Ngcobo (Party commitment).

It was

RESOLVED

That Councillor TP Ngcobo be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. CONFIRMATION OF MINUTES

Minutes of meeting held on 18 November 2015.

(Page 1 of the agenda)

It was

RESOLVED

That the Municipal Public Accounts Committee minutes of meeting held on 18 November 2015, be confirmed.

3. OVERSIGHT PROCESS PLAN IN RESPECT OF THE 2014/2015 ANNUAL REPORT

Report dated 6 January 2016 by the office of the Municipal Public Accounts Committee.

(Page 6 of the agenda)

The Chairperson informed Committee that it was his intention to include a section on the top ten risks to the Municipality.

Committee noted that the dates of meetings had been approved by the Full Council. However, it was brought to Committees

attention that there were a few instances where there was a clash of dates with other meetings, particular reference was made to the meeting scheduled for 10 February 2016. The Chairperson undertook to consult with the Speaker thereon.

It was

RESOLVED

(a) That it was to be indicated under the Activity column on the Oversight Process Plan In Respect Of The 2014/2015 Annual Report that they were MPAC Oversight meetings.

(b) That the Oversight Process Plan in respect of the 2014/2015 Annual Report be ADOPTED.

4. MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2014/2015

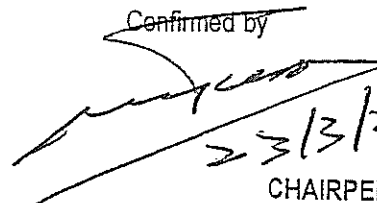
(Tabled at the meeting)

It was

RESOLVED

That Councillors use the Msunduzi Municipality Annual Report Checklist 2014/2015 whilst performing their oversight role.

The meeting terminated at 14h33

Confirmed by

23/3/2016
CHAIRPERSON

PIETERMARITZBURG

8 February 2016

ACCOUNTABILITY ACKNOWLEDGEMENTS				
Document	Name	Designation	Signature	Date
Prepared by	Merle Rowland	Committee Officer		08/02/2016
Checked by	B Nxumalo	Secretariat Manager [Acting]		
Cleared for distribution by	Mr S Dubazana	Process Manager: Sound Governance		



MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE –
CORPORATE SERVICES BUSINESS UNIT

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1ST FLOOR
ON WEDNESDAY, 10 FEBRUARY 2016 AT 09H00.

PRESENT: Councillors M Tarr (Chairperson), R Ashe, N Atwaru, SI Madonda, T Matiwane, SC Ndawonde, TP Ngcobo, PG Ngidi, TD Ntombela, RB Singh, MS Sokhela and R Soobiah.

ABSENT: Councillor MS Sokhela (not well).

OFFICIALS

PRESENT: Mesdames N Sikhakhane (Municipal Manager's Representative), F Ndlovu (Process Manager: Human Resource Management and Employee Relations), B Morton (Assistant Legal Advisor), M Naidoo (Office of the Chairperson: Municipal Public Accounts Committee), TC Jasson (Intern: Performance Management System), B Nxumalo (Committee Officer); Messrs M Ndlovu (Legal Division), BS Halimana (Performance Management System Practitioner [Acting]) and L Dlamini (Performance Management System Practitioner [Acting]).

1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.

An application for leave was received from Councillor MS Sokhela who was not well. Apologies were tendered on behalf of the Deputy Municipal Manager: Corporate Services who was on leave and the Manager: Strategic Research and Analysis (Acting) who had an urgent matter to attend to.

It was

RESOLVED

That Councillor MS Sokhela be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. ANNUAL REPORT 2013/2014

CHAPTER 2: COMPONENT A

2.1 Political Governance and Administrative Governance

Members were advised that amendments to the Annual Report had already been submitted by the Deputy Municipal Manager: Corporate Services to the Manager: Strategic Analysis and Research (Acting). It was further advised that all Deputy Municipal Managers were requested to confirm whether they were satisfied with the content of the Annual Report, it being noted that they would submit all amendments, if any.

[At this point of the proceedings Councillor T Matiwane joined the meeting and Councillor R Soobiah left the Chamber at 9h25]

With regards to meetings attended by Councillors, members were requested to verify their attendance with the Secretariat Sub-Unit should they not be satisfied with the number of meetings reflected in the Annual Report. It was pointed out that only Council Committees were included in the Annual Report and meetings that actually took place were considered.

A request was made to write words in full and not abbreviations / acronyms in order to enable ordinary people to understand the content of the Annual Report.

[At this point of the proceedings, Councillors PG Ngidi and SI Madonda joined the meeting]

CHAPTER 3: COMPONENT E

2.2 Human Resources Services, Information and Communication Technology (ICT) Services, Legal Services and Organisational Development Performance

It was reported that all Human Resources figures had been checked and verified with the Human Resources Unit as well as the Finance related figures with the Finance Unit.

It was raised with concern that the total project value was higher than the budget under the capital expenditure table on page 158. More concerns were raised regarding the services statistics graphs and charts for ICT services reflected on pages 159 to 161. It was requested that the statistics be in a summary format so that the report could be more user-friendly and understandable.

The Chairperson made a request that a footnote be inserted under the financial table on page 163 to explain what "other" entailed.

A request was made that it be highlighted in the Oversight Report that the issue of being understaffed was grossly impacting on Service Delivery.

It was

RESOLVED

- (a) That the Annual Report 2014/2015 be amended to reflect information that is accurate and that amendments on matters affecting the Corporate Services Business Unit be submitted by the Deputy Municipal Manager: Corporate Services to the Manager: Strategic Analysis and Research (Acting).
- (b) That the issue of understaffed be included in the Oversight Report with a view to requesting the Municipality to address it as a matter of urgency.

Meeting terminated at 10H10.

Confirmed by

CHAIRPERSON

PIETERMARITZBURG

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		17/02/2016
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		



MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE –
INFRASTRUCTURE SERVICES BUSINESS UNIT

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1ST FLOOR
ON WEDNESDAY, 10 FEBRUARY 2016 AT 12H30.

PRESENT: Councillors M Tarr (Chairperson), R Ashe, N Atwaru, SI Madonda, T Matiwane, SC Ndawonde, TP Ngcobo, PG Ngidi, TD Ntombela, RB Singh, MS Sokhela and R Soobiah.

ABSENT: Councillor MS Sokhela (not well).

OFFICIALS

PRESENT: Mesdames N Sikhakhane (Municipal Manager's Representative), M Naidoo (Office of the Chairperson: Municipal Public Accounts Committee), TC Jasson (Intern: Performance Management System), B Nxumalo (Committee Officer); Messrs S Nomnganga (Deputy Municipal Manager: Infrastructure Services), S Mbimbi (Process Manager: Roads) BS Halimana (Performance Management System Practitioner [Acting]) and L Dlamini (Performance Management System Practitioner [Acting]).

1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.

An application for leave was received from Councillor MS Sokhela who was not well. Apologies were tendered on behalf of the Chairperson: Infrastructure Service Portfolio Committee who had an official commitment and Councillor Ntombela who would join the meeting late.

It was

RESOLVED

That Councillor MS Sokhela be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. ANNUAL REPORT 2013/2014

CHAPTER 3: COMPONENT A

2.1 Water and Sanitation Services

A request was made to write words in full instead of using abbreviations/ acronyms. It was also requested that footnotes explaining the colour coded graph reflected on page 72, the difference between real and apparent losses as well as the minimal level on the table reflected on page 74 be inserted and that figures on the same table be revised.

It was further requested that tables on pages 78 and 79 be revisited and to ensure that graphs that are on pages 75 and 79 reflected numbers, not proportions.

2.2 Electricity

The Chairperson requested that a footnote explaining a minimum service level be inserted beneath the bar chart reflected on page 81 of the Annual Report.

The Chairperson requested that a footnote explaining a minimum service level be inserted beneath the bar chart reflected on page 81 of the Annual Report.

The Deputy Municipal Manager: Infrastructure Services explained that information on the Indigent register should be populated by the Financial Services Business Unit, however, they were battling to obtain such. The Chairperson undertook to write to the Financial Services Business Unit requesting them to cooperate.

The Deputy Municipal Manager: Infrastructure Services raised concern regarding the fact that they did not have capacity and that they were forced to pay overtime as a result of staff – shortage. A request was made that managers should ensure that tables were not split over the pages but be always on the same page.

2.3 Road, Transportation Planning, Storm Water, Fleet Management and Waste Management (Landfill Site)

Requests were made to amend figures on the second table on page 85. Concerns were raised regarding the low vacancy rate. Another request was made to insert a footnote on the third table on page 89 to explain what constitutes "other".

The Deputy Municipal Manager: Infrastructure Services expressed concern regarding the fact that their request to purchase vehicles had not been approved. He added that a huge sum of money was being spent on hiring whereas it could be utilised for purchasing Municipal vehicles/ fleet. He mentioned that there were assets that appeared on the register which could not be located.

A request was made to insert a footnote on the last table on page 93 to give an explanation of what was reflected.

2.4 Report on Municipal Infrastructure Grant (MIG)

The Chairperson was requested to send out a circular to all Ward Councillors with a list of the seven largest capital projects listed in the Annual Report 2014/2015 in order to ascertain whether it was accurate.

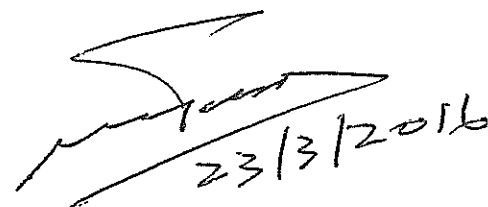
It was thereafter

RESOLVED

That the Annual Report 2014/2015 be amended to reflect information that is accurate and that amendments on matters affecting the Infrastructure Services Business Unit be submitted by the Deputy Municipal Manager: Infrastructure Services to the Manager: Strategic Analysis and Research (Acting).

Meeting terminated at 13H46.

Confirmed by



CHAIRPERSON

PIETERMARITZBURG

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		17/02/2016
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		



MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE –
COMMUNITY SERVICES BUSINESS UNIT

MEETING HELD IN COMMITTEE ROOM 3, CITY HALL, 1ST FLOOR
ON FRIDAY, 19 FEBRUARY 2016 AT 09H00.

PRESENT: Councillors M Tarr (Chairperson), N Atwaru, SI Madonda, T Matiwane, SC Ndawonde, TP Ngcobo and R Soobiah.

ABSENT: Councillors R Ashe (on leave), RB Singh (on leave), PG Ngidi (no apology), TD Ntombela (no apology) and MS Sokhela (admitted in hospital).

OFFICIALS

PRESENT: Mesdames N Sikhakhane (Municipal Manager's Representative), TP Mahlaba (Manager: Public Safety [Acting]), V Moodley (Administration Officer: Tatham Art Gallery), M Naidoo (Office of the Municipal Public Accounts Committee Chairperson), B Nxumalo (Committee Officer); Messrs (L Kunene (Deputy Municipal Manager: Community Services [Acting]), B Bell (Director: Tatham Art Gallery), M Ntombela (Manager: Library Services), S Ismail (Information Officer), M Peters (Principal Administration Officer), R Rajah (Manager: Water Services), CJ Anthony (Environmental Health Manager), BS Halimana (Performance Management System Practitioner [Acting]), L Dlamini (Performance Management System Practitioner [Acting]), S Ntuli (Intern: Performance Management System) and T Jasson (Performance Management System).

1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.

Applications for leave were received from Councillors R Ashe who was on leave, RB Singh who was on family responsibility leave and MS Sokhela who was hospitalised. Councillor TP Ngcobo requested to leave the meeting at 10h00 as she had another meeting in Durban.

It was

RESOLVED

That Councillors R Ashe, RB Singh and MS Sokhela be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. ANNUAL REPORT 2013/2014

The Chairperson explained that the purpose of the meeting was to ensure if what appeared on the Annual Report was a true reflection of the activities that took place within the Business Units. He reported that the Deputy Municipal Manager: Community Services did not submit a signed letter confirming whether the contents of the Annual Report were accurate. It was thereafter noted that the Deputy Municipal Manager: Community Services was on leave and that the Process Manager: Area Based Management was acting; however he had to attend an Integrated Development Planning (IDP) meeting that was currently taking place.

2.1 Waste Management

It was noted with concern that tables were not numbered and a request was made to insert footnotes that would give clarity on the information that was provided. A request was made to submit all amendments to the Manager: Strategic Analysis and Research (Acting) by the 24th of February 2016.

2.2 Art Gallery, Theatres and Halls, Cemeteries and Crematoria, Environmental Health and Bio-Diversity and Landscape

Several anomalies were noted on information provided for the Art Gallery and it was reported that amendments on those anomalies were already made and they would be submitted as required.

With regards to Theatres and Halls, a request was made to add a footnote giving clarity to the information provided.

2.3 Traffic, Fire, Library and Safe City

A concern was raised regarding that income from the traffic fines was not reflected in the Annual Report 2014/2015. The Chairperson indicated that the Safe City Financials were already audited and could not be changed.

It was

RESOLVED

That the Annual Report 2014/2015 be amended to reflect information that is accurate and that amendments on matters affecting the Community Services Business Unit be submitted by the Deputy Municipal Manager: Community Services to the Manager: Strategic Analysis and Research (Acting).

Meeting terminated at 09H55.

AFTER MEETING NOTE

An application for leave from the Chairperson of the Community Services Portfolio Committee, who was unwell, was submitted after the meeting had adjourned.

Confirmed by

23/3/2016
CHAIRPERSON

PIETERMARITZBURG

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ACCOUNTABILITY ACKNOWLEDGEMENTS

DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		29/02/2016
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		



**NOTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE –
FINANCIAL SERVICES BUSINESS UNIT**

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1ST FLOOR
ON FRIDAY, 19 FEBRUARY 2016 AT 14H15.

PRESENT: Councillors M Tarr (Chairperson), N Atwaru, T Matiwane, SC Ndawonde and R Soobiah.

ABSENT: Councillors R Ashe (on leave), RB Singh (on leave), TP Ngcobo (party commitment), SI Madonda (party commitment), PG Ngidi (no apology), TD Ntombela (no apology) and MS Sokhela (admitted in hospital).

OFFICIALS

PRESENT: Mesdames N Sikhakhane (Municipal Manager's Representative), N Ngcobo (Chief Financial Officer), D Gambu (Head: Supply Chain Management), M Naidoo (Office of the Municipal Public Accounts Committee Chairperson), B Nxumalo (Committee Officer); Messrs M Sahibdeen (Process Manager: Budget and Financial Management [Acting]), S Nxumalo (Process Manager: SAP ERF), M Ngobese (Process Manager: Revenue [Acting]), O Langa (Senior Manager: Assets and Liabilities [Acting]), P Jali (Process Manager: Expenditure [Acting]), BS Halimana (Performance Management System Practitioner [Acting]), L Dlamini (Performance Management System Practitioner [Acting]), NC Msibi (Intern: Performance Management System) and T Jasson (Performance Management System).

1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.

Applications for leave were received from Councillors R Ashe and RB Singh who both were on leave, TP Ngcobo and SI Madonda who had party commitments and MS Sokhela who was admitted in hospital. An apology was tendered on behalf of Councillor T Matiwane who would join the meeting late.

It was noted that the meeting did not quorate; however, the Chairperson indicated that it would continue taking into account that an Oversight Report had to be tabled in Full Council at the end of March 2016, and the notes would be ratified at the next Committee's meeting.

It was

RESOLVED

That Councillors R Ashe, RB Singh, TP Ngcobo, SI Madonda and MS Sokhela be granted leave of absence at the current meeting of the Municipal Public Accounts Committee.

2. ANNUAL REPORT 2013/2014

COMPONENT D: FINANCIAL SERVICES

Several amendments were made to the Annual Report 2014/2015 in the Financial Services Section and a request was made that those amendments be submitted by Wednesday the 24 of February 2016 to the Manager: Strategic Analysis and Research (Acting).

It was requested that a footnote be inserted on page 122 of the Annual Report under Free Basic Household Services Graph. The Chief Financial Officer was requested to revisit the tables reflected on pages 123 and 128 and make necessary

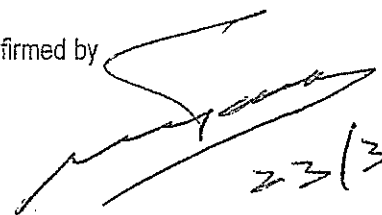
amendments. It was noted that the graph reflected on page 155 only showed information for June and July instead of the whole year. It was therefore requested to ensure that that graph was in line with the one on page 156.

The Financial Statements that had been audited and approved by the Auditor General were noted. The Committee further noted the Auditor General's Report as well as the Response to the Auditor General's Report.

A concern was raised regarding the increasing level of water loss and it was pointed out that the issue required to be addressed.

Meeting terminated at 14H35.

Confirmed by



23/3/2016

CHAIRPERSON

PIETERMARITZBURG

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		29/02/2016
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		



**MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
CORPORATE BUSINESS UNIT**

MEETING HELD IN THE COUNCIL CHAMBER, CITY HALL
ON WEDNESDAY, 9 MARCH 2016 AT 09h00

- PRESENT:** Councillors M Tarr (Chairperson), RP Ashe, N Atwaru, SC Ndawonde, TD Ntombela and R Soobiah.
- ABSENT:** Councillors SI Madonda, T Matiwane (verbal apology – Ward commitment), TP Ngcobo, RB Singh, MS Sokhela (verbal apology – Doctor's appointment) and PG Ngidi.
- OFFICIALS PRESENT:** Messrs and Mesdames E Mahlangu (Manager: Office of the Mayor), N Mbomvu (CBU: Principal Administrative Officer), BS Halimana (PMS: Practitioner [Acting]), L Dlangalala (CBU: Finance), M Jackson-Plaatjes (Manager: Office of the Municipal Manager), B Dlamini (Manager: Office of the Speaker [Acting]), PJ Mahlaba (Executive Manager: Internal Audit), S Zimu (Manager: IDP), L Dlamini (PMS), T Jasson (PMS Intern), N Sikhakhane (Secretariat Manager), M Naidoo (Office of the Municipal Public Accounts Committee) and M Rowland (Committee Officer).

1. APPLICATIONS FOR LEAVE

(Item 1 of the agenda)

The Chairperson pointed out that a quorum was not present, however, the meeting continued because the nature of the meeting was to focus on the accuracy of the content of the Annual Report 2015.

Applications for leave were received from Councillors T Matiwane (verbal apology – Ward commitment) and MS Sokhela (verbal apology – Doctor's appointment).

It was

RESOLVED

That Councillors T Matiwane and MS Sokhela be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. ANNUAL REPORT 2014/2015 : CORPORATE BUSINESS UNIT

Committee commented as follows:

(a) PAGE 10 : TABLE 6 : ACCESS TO ELECTRICITY – ENERGY FOR LIGHTING BY TYPE

That "Households" be inserted.

(b) PAGE 11 : TABLE 8 : HEALTH FACILITIES WITHIN MSUNDUZI MUNICIPALITY

That a footnote be added indicating the reason why the topic was included in the Report.

(c) PAGE 13 : INTERNATIONAL TRADE: EXPORTS AS PERCENTAGE OF GDP-R, 2014

- (i) That the table be clearly defined.
- (ii) That an "Imports as % of GDP" column be included.

(d) PAGE 13 : DEVELOPMENT INDICATORS (2014)

That a footnote explaining how the Human Development Index is calculated be added.

(e) PAGE 16 : COMMENT ON CAPITAL EXPENDITURE

- (i) That the explanatory paragraph was insufficient.
- (ii) That the amount of R308,311,236 be verified.

3. ANNUAL REPORT 2014/2015 : CORPORATE BUSINESS UNIT : OFFICE OF THE SPEAKER

Committee commented as follows:

(a) PAGE 19 : INTRODUCTION TO POLITICAL GOVERNANCE

That the inclusion of the words "that oversees the work of the Internal Audit" be inserted between the words "Council also has Audit Committee" and "which has a responsibility of assisting".

(b) PAGE 26 : INTRODUCTION TO ADMINISTRATIVE GOVERNANCE

That the abbreviation "JD" be written in full.

(c) PAGE 29 : NATIONAL INTERGOVERNMENTAL STRUCTURE

- (i) That changes to be made to the abbreviations table be submitted to the Chair
- (ii) That the entry "PTIG: Refund from service provider : 59,426" be deleted because it has already been included in the table as "PTIG : Nat Treasury : 100,000,000"

4. ANNUAL REPORT 2014/2015 : CORPORATE BUSINESS UNIT : INTERNAL AUDIT

Committee commented as follows:

(a) PAGE 179 : COMPONENT F : INTERNAL AUDIT

That the Executive Manager: Internal Audit makes mention that Portfolio Committees are to take the findings seriously so that the findings are implemented and that the Portfolio Committees take the Risk Management comments seriously.

(b) PAGE 340 : CHAPTER 9 : REPORT OF AUDIT COMMITTEE AND RECOMMENDATIONS

That the date "14 May 2014" be amended to read "14 May 2015".

(c) PAGE 350 : FINANCIAL OFFICER : HOUSING RENTAL STOCK

That it be noted that the longstanding comment over several years of "NO PROGRESS" is unsatisfactory.

PAGE 398 : CHAPTER 10: FINANCIAL DECLARATIONS OF COUNCILLORS AND STAFF

- (a) It was noted with concern that the Councillor's declarations contained in the page were not updated on an annual basis.
- (b) That the Office of the Speaker was requested to ensure that the Councillors declarations are updated every year.
- (c) The issue of gifts received was raised by the Executive Manager: Internal Audit, and proposed that an Ethics Officer be employed to address the ethics component.

6. CLOSING REMARKS

(Raised verbally)

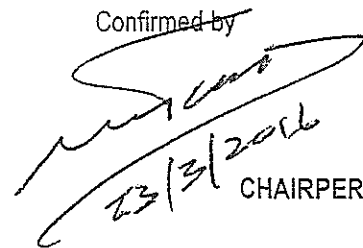
In closing the meeting the Chairperson requested that any amendments to the Annual Report 2014/2015: Corporate Business Unit be submitted to the Performance Management Section by 14 March 2016.

It was

RESOLVED

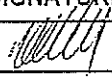
- (a) That the Municipal Manager in consultation with the Deputy Municipal Manager: Corporate Services appoints an Ethics Officer whose duties should include updating and verifying on an ongoing basis, gifts and hospitality received by Councillors and Officials in accordance with the Gifts Policy.
- (b) That arising out of (a) above the induction of new Councillors should include an ethics component.

The meeting terminated at 10h14

Confirmed by

23/3/2016
CHAIRPERSON

PIETERMARITZBURG

10 March 2016

ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	M Rowland	Committee Officer		10/03/2016
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		



**MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
ECONOMIC DEVELOPMENT BUSINESS UNIT**

MEETING HELD IN THE COUNCIL CHAMBER, CITY HALL
ON WEDNESDAY, 9 MARCH 2016 AT 10h30

PRESENT: Councillors M Tarr (Chairperson), RP Ashe, N Atwaru, SC Ndawonde, TD Ntombela and R Soobiah.

ABSENT: Councillors SI Madonda, T Matiwane (verbal apology – Ward commitment), TP Ngcobo, RB Singh, MS Sokhela (verbal apology – Doctor's appointment) and PG Ngidi.

OFFICIALS PRESENT: Messrs and Mesdames BS Halimana (PMS: Practitioner [Acting]), L Dlangalala (CBU: Finance), T Jasson (PMS Intern), N Msibi (PMS Intern), N Sikhakhane (Secretariat Manager), M Naidoo (Office of the Municipal Public Accounts Committee) and M Rowland (Committee Officer).

1. APPLICATIONS FOR LEAVE

(Item 1 of the agenda)

Applications for leave were received from Councillors T Matiwane (verbal apology – Ward commitment) and MS Sokhela (verbal apology – Doctor's appointment).

It was

RESOLVED

That Councillors T Matiwane and MS Sokhela be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. ANNUAL REPORT 2014/2015 : ECONOMIC DEVELOPMENT BUSINESS UNIT

Committee expressed extreme dissatisfaction to the absence of the officials from the Economic Development Business Unit. Committee understood that the Deputy Municipal Manager: Economic Development had tendered his apology to the Chairperson because he and his Unit had been summoned to attend the Financial Services Portfolio Committee meeting at the time that the MPAC meeting was taking place. It was further indicated that the Deputy Municipal Manager: Economic Development had undertaken to send representatives who ended up not attending. Committee was informed that the Chairperson was in receipt of a letter indicating that the Deputy Municipal Manager: Economic Development was satisfied with the contents of the Annual Report 2014/2015 in respect of the Economic Development Business Unit. Further it was noted that the Process Manager: Infrastructure Planning and Survey had submitted to the Chairperson amendments to page 101 of the Report in respect of Building Control and Signage.

Councillor Soobiah seconded Councillor Ashe's proposal that the meeting be postponed until Friday, 18 March 2016.

Prior to terminating the meeting Councillor Ashe pointed out that in respect of Housing Administration on page 103 of the Report Housing Rental Stock needed to be detailed. Committee expressed extreme dissatisfaction that there had been no progress over several years as per entries in the previous Annual Reports. Committee commented that the escalations of non-payment of rent had not been mentioned.

In the absence of the Business Unit, Committee made mention of the following points they would like responses on:

(a) PAGE 98 : FINANCIAL PERFORMANCE 2014/2015 : LOCAL ECONOMIC DEVELOPMENT SERVICES : R'000

That the "Variances to Adjusted Budget %" be verified.

(b) PAGE 97 : JOB CREATION THROUGH EPWP* PROJECTS

That the figures be verified.

(c) PAGE 102 : FINANCIAL PERFORMANCE 2014/2015 : MARKET SERVICES : R'000

That the figures pertaining to "Details: Other" be verified and an explanation be given to what the category covered.

(d) PAGE 105 : COMMENT ON THE PERFORMANCE OF HUMAN SETTLEMENTS OVERALL

That the last paragraph does not give due cognisance to the figures on funding from other sources. Further, it does not mention the challenges or any plans that are in place to overcome the challenges.

At this stage of the proceedings (11h00) the Manager: Forward Planning (N Khoali) entered the meeting in respect of Town Planning matters. The Chairperson informed him that Committee did not have any concerns regarding his Section. Therefore he left the meeting.

The Chairperson undertook to prepare a report for the MPAC meeting scheduled for Friday, 18 March 2016 and that he would write a letter requesting the Deputy Municipal Manager: Economic Development, relevant officials and the Economic Development Portfolio Committee Councillors to attend the MPAC meeting scheduled for Friday, 18 March 2016.

It was

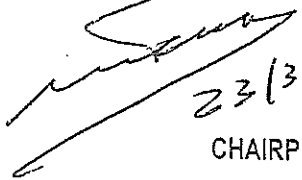
RESOLVED

(a) That a SMART plan in respect of the Housing Rental Stock's on-going problems be presented by the Deputy Municipal Manager: Economic Development to the Portfolio Committees and the Executive Committee with a view to bringing the problems to a conclusion.

(b) That the MPAC Economic Development Business Unit meeting be postponed until Friday, 18 March 2016.

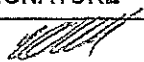
The meeting terminated at 11h07

Confirmed by


23/3/2016
CHAIRPERSON

PIETERMARITZBURG

10 March 2016

ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	M Rowland	Committee Officer		10/03/2016
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		



MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, CITY HALL
ON FRIDAY, 18 MARCH 2016 AT 09h00

PRESENT: Councillors M Tarr (Chairperson), RP Ashe, N Atwaru, T Matiwane, SC Ndawonde, TD Ntombela, TP Ngcobo and MS Sokhela

ABSENT: Councillors SI Madonda, RB Singh, R Soobiah, SI Madonda and PG Ngidi.

OFFICIALS PRESENT: Messrs and Mesdames: R Ngcobo (Deputy Municipal manager: Economic Development), DD Gengan (Manager: Airport [Acting]), I Chetty (Manager: Strategic Analysis and Research [Acting]), M Naidoo (Office of the Municipal Public Accounts Committee), BS Halimana (PMS: Practitioner [Acting]), ML Dlamini (PMS Practitioner [Assistant]), TC Jasson (PMS Intern), S Ngubo (Manager: Development Planning), S Mbanjwa (Manager: Informal Settlements), S Sikhakhane (Manager: Secretariat) and T Makhathini (Committee Officer).

1. APPLICATIONS FOR LEAVE

(Item 1 of the agenda)

Councillor T Matiwane requested to leave at 10h00 to attend another meeting.

An application for leave was received from Councillor SI Madonda who had a Doctor's appointment at St Anne's Hospital.

It was

RESOLVED

That Councillor SI Madonda be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. CONFIRMATION OF MINUTES

Minutes of meeting held on 5 February 2016.

(Page 14 of the agenda)

It was

RESOLVED

That the Municipal Public Accounts Committee minutes of meeting held on 5 February 2016 be confirmed.

3. CONFIRMATION OF MINUTES

Minutes of meeting held on 10 February 2016.

(Page 16 of the agenda)

It was

RESOLVED

That the Municipal Public Accounts Committee (Corporate Business Unit) minutes of meeting held on 10 February 2016, be confirmed.

4. CONFIRMATION OF MINUTES

Minutes of meeting held on 10 February 2016.

(Page 19 of the agenda)

It was

RESOLVED

That the Municipal Public Accounts Committee (Infrastructure Services Business Unit) minutes of meeting held on 10 February 2016, be confirmed.

5. CONFIRMATION OF MINUTES

Minutes of meeting held on 19 February 2016.

(Page 22 of the agenda)

It was

RESOLVED

That the Municipal Public Accounts Committee (Community Services Business Unit) minutes of meeting held on 19 February 2016, be confirmed.

6. RATIFICATION OF MINUTES

Minutes of meeting held on 19 February 2016.

(Page 25 of the agenda)

It was

RESOLVED

That the Municipal Public Accounts Committee (Financial Services Business Unit) minutes of meeting held on 19 February 2016, be ratified.

7. RATIFICATION OF MINUTES

Minutes of meeting held on 09 March 2016.

(Page 27 of the agenda)

Correction: Page 29 of the agenda: Item 5(b): Performance Management Unit be replaced by the Office of the Speaker.

It was

RESOLVED

That the Municipal Public Accounts Committee (Corporate Business Unit) minutes of meeting held on 09 March 2016, be ratified subject to the correction on page 29 of the agenda item 5(b) following amendment phrase "Performance Management Unit" be replaced by the "Office of the Speaker."

8. RATIFICATION OF MINUTES

Minutes of meeting held on 09 March 2016.

(Page 30 of the agenda)

It was

RESOLVED

That the Municipal Public Accounts Committee (Economic Development Business Unit) minutes of meeting held on 09 March 2016, be ratified.

9. SESSION WITH ECONOMIC DEVELOPMENT BUSINESS UNIT

(Raised verbally)

It was noted with concern that only the Manager: Airport [Acting] was in attendance from Economic Development Business Unit whereas the Committee had expected to receive further clarity on issues raised previously.

Seeing that the Committee had no issues relating to the Airport matters, the Manager: Airport [Acting] was released.

NOTED.

10. DRAFT OVERSIGHT REPORT FOR 2014/2015

Report by the Office of the Municipal Public Accounts Committee's Chairperson.

(Page 1 of the agenda)

The Chairperson raised the issue of quorum for Municipal Public Accounts Committee meeting as well as the outstanding matters in relation to Human Settlements which were not addressed at the current meeting as there was no representative. The Committee raised its dissatisfaction with not being able to attain confirmation from Economic Development Business Unit with regards to the outstanding matters relating to Human Settlements. It was pointed out that the Committee had previously requested the comprehensive picture of the actual informal human settlements within Msunduzi Municipality. The Committee further added that the information on human settlements that was submitted was insufficient and further no cooperation was attained from the user department in terms of addressing the gaps that were identified by Municipal Public Accounts Committee. The Committee further added that apart from the oversight report being signed off by the Deputy Municipal Manager: Economic Development, errors were still noted.

The Committee also raised a concern that the Annual Report was a public document therefore specific and comprehensive details have to be included particularly at the bottom of Page 105 of the Annual Report 2015 concerning the Overall

Performance of Human Settlements.

The Committee requested the Manager: Human Settlement provides the new information to the Manager: Strategic Analysis and Research [Acting] for it to be incorporated on to the report. The Committee raised the Outstanding Debts on the rental stock that was still on the increase which has to be dealt with urgently by the Deputy Municipal Manager: Economic Development.

(At this point of the preceding officials from Human Settlement Sub-unit and the Deputy Municipal Manager: Economic Development joined the meeting)

The Deputy Municipal Manager: Economic Development appraised the Committee on the status quo of the situation stating that there had been progress made on the rental stock matter. He continued to inform the meeting that there had been debts that were written off by Council and the process of dealing with illegal tenants had commenced. He further stated that he had engaged with the Msunduzi Housing Association with the intention to establish a partnership for the Msunduzi Housing Association to manage rental stock specifically through a memorandum of understanding. He further stated that challenges noted in terms of rental stock were caused by poor management. He further added that he was of a view that management of the rental stock by Msunduzi Housing Association would eradicate the escalation of debt.

The Chairperson requested that the problem be resolved and a clear picture of whether the Msunduzi Municipality had identified authentic tenants and how rent/debt was being collected.

It was

RESOLVED TO RECOMMEND TO THE COUNCIL

- a) That, having fully considered the Annual Report of the Msunduzi Municipality for the 2014/2015 Financial Year, the Oversight Report for the 2014/2015 Financial Year be adopted.
- b) That the Annual Report of the Msunduzi Municipality for the 2014/2015 Financial Year be approved without reservations; however the Municipal Public Accounts Committee wishes to record that minor amendments needed to be made to the draft Annual Report 14/15.
- b) That it be noted that in spite of having the Annual Report signed off by Deputy Municipal Managers as correct, there were still errors noted.
- c) That, arising out of the proceedings of the Oversight Committee meetings, it be noted that the Municipal Public Accounts Committee is highly concerned about the following matters:
 - High vacancy rate which have a negative impact on service delivery and therefore Council need to address the issue of critical vacancies as a matter of urgency. It being noted that vacancies were an issue under all Business Units and this matter was also brought to the attention of Council in the previous Oversight Report.
 - The issue of hiring vehicles and plant on a monthly basis, versus purchasing vehicles and plant as was highlighted by the DMM: Infrastructure Services. Therefore purchasing vehicles and plant need to be considered; it being noted that lack of vehicles was a serious problem and impacts negatively on service delivery.
 - The loss of water from standpipes was noted and that in the future, steps to monitor standpipes be considered.

- The problem relating to Housing Rental Stock is clearly outlined in the Annual Report. These problems have been ongoing for several years without any improvement and outstanding debt continues to escalate. The Municipal Public Accounts Committee is of the view that this matter should finally be brought to a conclusion and therefore a SMART plan be presented by the Deputy Municipal Manager: Economic Development to Executive Committee after it has served through all relevant Portfolio Committees.
- d) That the Strategic Management Committee ensure that the top ten risks of the Municipality are prioritized and brought to the attention of Council and that there are effective strategies to mitigate them; it being noted that Portfolio Committees should regularly monitor risks and report back accordingly.
- e) That the Offices of the Speaker and the Deputy Municipal Manager: Corporate Services Business Unit update and verify on an ongoing basis, gifts and hospitality received by Councillors and Officials respectively.
- f) That arising out of item (e) the induction of new Councillors and Officials should include an ethics component and the issue of the employment of the Ethics Officer be considered during the structural organogram review.
- g) That the Office of the Municipal Manager, in the interests of better communication with the Public, prepares an abridged version of the Annual Report 14/15.
- h) That it be noted that the payment of performance bonuses to the deserving individuals be supported as per the approved Individual Performance Management System Policy subject to the performance being audited by Internal Audit Sub-Unit.
- i) That the Oversight Report be made public in accordance with Section 129(3) of the Municipal Finance Management Act 56 of 2003.
- j) That the 2013/2014 Annual Report and Oversight Report, including the minutes where the Annual Report was discussed, be submitted to the following Offices in terms of Section 129 (2) of the MFMA :-
 - National Treasury;
 - Auditor General;
 - MEC: Cooperative Governance and Traditional Affairs;
 - MEC: Provincial Treasury.
- k) That the Oversight Report be submitted to the Provincial Legislature in accordance with Section 132(2) of the Municipal Finance Management Act 56 of 2003.

It was further

RESOLVED

- a) That the Deputy Municipal Manager: Economic Development submits a report to the next meeting incorporating the following facts:
 - The amount that had been written off by Council
 - The total number of legal and illegal tenants

- The amount of the rentals to date.
- b) That the Deputy Municipal Manager: Economic Development provides the information on status quo regarding informal human settlements to the Manager: Strategic Analysis and Research [Acting] for it to be incorporated on to the Annual Report.
- c) That the Deputy Municipal Manager: Economic Development undertook to submit such reports and also to invite MPAC members at the Economic Development Portfolio Committee meeting where it would be discussed.

The meeting terminated at 10h12

Confirmed by

CHAIRPERSON

PIETERMARITZBURG

22 March 2016

ACCOUNTABILITY ACKNOWLEDGEMENTS				
Document	Name	Designation	Signature	Date
Prepared by	T Makhathini	Committee Officer		
Checked by	N Sikhkhane	Secretariat Manager		
Cleared for distribution by	Mr S Dubazana	Process Manager: Sound Governance		

“ANNEXURE K”

MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2014/2015				
FORMAT AND CONTENTS				
Cover		Yes = 1	No = 0	Comments/Page No.
1	Logo	1		Front & Back Cover of Annual Report 2014/2015
2	Year	1		Front Cover of Annual Report 2014/2015
3	Website	1		Back Cover of Annual Report 2014/2015
4	Other Contact Details	1		Back Cover of Annual Report 2014/2015
Preface				
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1.1.1	Mayor's Foreward	1		Page 5
1.1.2	Municipal Manager's Overview	1		Page 6 - 8
1.1.3	Municipal Functions, Population and Environmental Overview	1		Page 9 - 14
1.1.4	Population Details.	1		Page 9 - 14
1.1.5	Socio Economic Status	1		Page 9 - 14
1.1.6	Service Delivery Overview	1		Page 14
1.1.7	Service Delivery & Indigents	1		Page 14
1.1.8	Comment on access to basic services	1		Page 15
1.1.9	Financial Health Overview	1		Page 15
1.1.10	Financial Overview	1		Page 15
1.1.11	Operating Ratios	1		Page 15
1.1.12	Comments on Operating Ratios	1		Page 15
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1.1.14	Comment on Capital Expenditure	1		Page 16

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1.1.16	Auditor General Report	1		Page 17
1.1.17	Annual Report Process Plan	1		Page 17
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2.1.2	Political & Administrative Governance	1		Page 19
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2.1.4	Political Structure	1		Page 20
2.1.5	Councillors	1		Page 21
2.1.6	Councillors, Committees Allocated and Council Attendance	1		Page 22 - 24
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2.1.28	Overview of Supply Chain Management	1		Page 61 - 63
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2.1.30	Comment on By-Laws	1		Page 64
2.1.31	Websites and Currency of materials	1		Page 64
2.1.32	Comment on municipal website content and access	1		Page 64
2.1.33	Public Satisfaction Levels	1		Page 64
2.1.34	Satisfaction surveys undertaken		0	No satisfaction surveys conducted in 2014/2015 FY - QOL survey in 2015/2016 process has commenced.
2.1.35	Comment on satisfaction level		0	No satisfaction surveys conducted in 2014/2015 FY - QOL survey in 2015/2016 process has commenced.
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